



2021-22

Handbook for parents and students

0191 7317070



Contents

This handbook contains information about the school's ethos, expectations, routines, procedures and policies. You may wish to keep it in a safe place as it may be useful to refer to it from time to time.

School aims and ethos	page 2
Senior staff/Heads of Department/Student Support staff	page 3
School day	page 4
Holiday dates	page 4
Attendance and punctuality	page 5
Your attendance	page 6
Expectations in and out of the classroom	page 7
Tutorial programme	page 8
Independent working	page 8
Library	page 9
E-Safety in School	page 9
Website security and student safety	page 11
Special Education Needs	page 11
Gifted and Talented students	page 11
Keeping students safe	page 12
Looked After children	page 12
Sensitive issues	page 12
Medical information	page 13
Free School Meals	page 13
Admissions during the school year	page 14
Note of Concern and Purple Card	page 14
Detention	page 14
Exclusion	page 14
Managed Moves/Fair Access	page 14
Bullying	page 15
Equal Opportunities Policy/Single Equality Duty	page 15
Substance use and misuse	page 16
No Smoking policy	page 16
Our Advice/Guidance to students about drugs	page 17
Extra curricular activities	page 18
Mobile phones	page 18
School uniform	page 19
PE kit	page 20
Contact with school/ Safeguarding	page 21
School Direct Teacher Training	page 21
Trust Fund	page 22
Governing Body	page 22

School aims and ethos

Our aim is to develop:

- Happy, self-confident, life-long learners;
- Learners ready to embrace change;
- Learners who make a positive difference to the local and global community.

This will be achieved through our innovative and inclusive approach to Teaching and Learning alongside our supportive pastoral system.

Our purpose is to prepare our students for life in the 21st Century. In doing so they will become:

- Flexible in their thinking;
- Independent in their learning;
- Effective in their communication skills;
- Inspired with enthusiasm for continued learning.

Our intent is to actively promote continuing learning throughout the whole school community, in which:

- Happiness and high self esteem are developed by recognising success;
- Change is welcomed;
- All demonstrate the conviction that the school is infinitely improvable;
- The role of parents in developing learning is explicit, recognised and valued;
- Technology is used to develop borderless thinking and to transcend the boundaries of time, place and subject content.

Our vision is that as school community:

- We will develop a passion for learning rather than an acquisition of knowledge;
- We will develop the desire and aptitude to be inquiring, willing to test and hypothesise, and take risks with our thinking;
- We will become creative problem solvers and effective decision makers;
- We will develop high levels of communication skills.

We will achieve this by:

- Inspiring students with curiosity by our example;
- Developing in our students the capacity to ask questions rather than providing them with answers;
- Recognising and celebrating the achievement of students;
- Identifying and maximising the full potential of all students.

Key staff in school

Senior staff

Steve Wilson	Headteacher
Linda Buckle	Deputy Headteacher
Andy Sherlaw	Deputy Headteacher
Sarah Fitzpatrick	Assistant Headteacher
Sarah Lackenby	Assistant Headteacher
James Mackenzie	Assistant Headteacher/SENCO
Natalie Thorne	Business Manager
Rachel Thurlow	Assistant Headteacher
Steve Williams	Assistant Headteacher/Director of Sixth Form

Heads of departments

Kim Smith	English
Jill Branch	Mathematics
Alan Keegan	Science
Alice Robertson	Art
Ben Cox	Business
Andrew Johnson	Computing
Kirsty Cuthbert	Geography
Hilary Henderson	History/ RE
Justine Chapman	Food and Textiles Technology
Jane Bennetts	Information Technology
Brindley Reece	Modern Foreign Languages
Kieran Baldwin	Music
Ian Teasdale	Design Technology
Annalisa Reith	Drama
Jonathan Okwe-Pearson	Media
Jess Watson	Psychology
Lisa Wrigglesworth	Physical Education

Student support staff

Matt Bland	Head of Year 9
James Branson/Scarlett Watts	Assistant Heads of Year 9
Abi Welch	Head of Year 10
Jonathan Okwe-Pearson/Edward Watkins	Assistant Heads of Year 10
Ankita Lawson	Head of Year 11
Carl Cockburn/James Marshall/Michael Yarde	Assistant Heads of Year 11
Richard Chambers	Head of Year 12
Ian Clark	Head of Year 13
Tracy Anderson/Helen Daghish	Student Support Co-ordinators
Gareth Ellis	Library Manager
Emma Crow	Whole school Guidance Manager/Counsellor
Dave Lee	Alternative Curriculum Co-ordinator/ Assistant SENCO
Zoe Medhurst	Personal Development Lead
Marni Thomas	Learning Mentor
Nina Livings	Attendance Support Officer
Rachel Slee	Pastoral Admin Support Officer

The school day

Arrive at school	8.50am
Registration/Assembly	8.55 - 9.10am
Period 1 *	9.10 - 10.10am
Period 2 *	10.10 - 11.10am
Break time	11.10 - 11.25am
Period 3 *	11.25 - 12.25pm
Lunch time	12.25 - 1.15pm
Period 4	1.15 - 2.15pm
Period 5 **	2.15 - 3.15pm

* Except Wednesday when there is an extended tutorial period until 9.25 am.

** Except Tuesday when school finishes for students at 2.15pm for staff training.

Term dates 2021-2022

Autumn term

School commences for students: Friday 3rd September 2021

Half Term: Monday 25th October 2021 to Friday 29th October 2021

Term recommences for students: Monday 1st November 2021

Last Day of term for students: Friday 17th December 2021

Christmas Holidays: Monday 20th December to Tuesday 4th January 2022

Spring term

School commences for students: Tuesday 4th January 2022

Half Term: Monday 21st February 2022 to Friday 25th February 2022

Term recommences for students: Monday 28th February 2022

Last day of term for students: Friday 8th April 2022

Easter Holidays: Monday 11th April 2022 to Friday 22nd April 2022

Summer term

School commences for students: Monday 25th April 2022

Half Term: Monday 30th May to Friday 3rd June 2022

Term recommences for students: Monday 6th June 2022

Last day of term for students: Friday 21st July 2022

Please note that there will be Training Days on the following days when school is closed to students: Wednesday 1st September 2021, Thursday 2nd September 2021 and Friday 1st July 2022

Attendance and punctuality

In order that students can achieve their best with us and we can look after them, we ask students to do the following:

- In the morning, be at school by 8.50 am and in tutor rooms by 8.55am;
- In the afternoon, be at school by 1.10pm and in classrooms by 1.15pm to start lessons for 1.15pm;
- To report to the office if for any reason they need to leave the school site other than at lunch-time and home-time;
- Arrive at all lessons on time.

Parents can help us by:

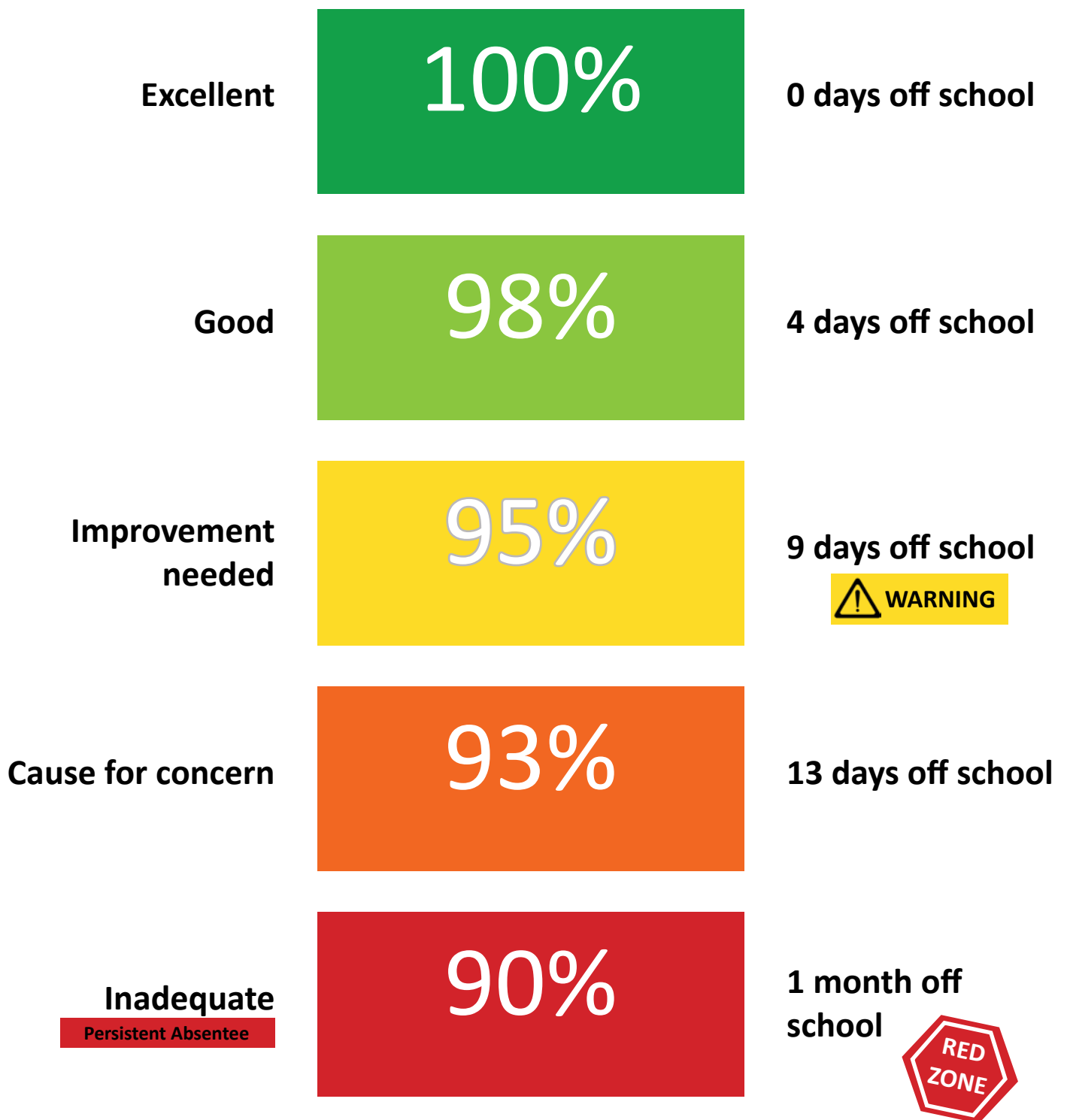
- Contacting the school office by phone or send an email if your child is ill;
- Trying to arrange, whenever possible, appointments with a doctor, dentist, etc. for after the end of the school day, at weekends, or in the holidays;
- Booking holidays in official school holidays periods and not in term time. (Government advice prohibits schools from granting requests for term time holidays except in “exceptional circumstances” – see website for further details).

School will:

- Telephone on the first day of absence if at all possible;
- Monitor punctuality and attendance carefully/closely.

Note that North Tyneside Council may issue a Penalty Notice if a student has unexplained absences, or is persistently late for school after registration has closed.

Your attendance



We understand and support students who need to be absent for legitimate reasons.

We take attendance very seriously and monitor your child's attendance regularly. Research tell us that students with poor attendance underachieve. We use the above 'attendance ladder' with students in tutorial so students can track their own attendance and set targets to improve it.

Expectations agreed by staff and students

Class expectations

To allow everyone to learn:

- Arrive on time with everything you need for the lesson;
- Go in quietly, take off your coat and get ready to work. This includes switching off mobile phones and music equipment, and putting these items into bags except when the teacher asks you otherwise;
- Never use camera phones to take photos or videos of staff or students;
- Listen to the teacher and follow instructions;
- Respect other students' right to work;
- Take care of equipment and the classroom;
- Chewing, eating and drinking (except water) are not allowed;
- Always act in kind and considerate ways.

Out of class expectations

- Queue patiently in the dining hall or at the "Qube" - do not push in;
- Put litter in the bins;
- Eat and drink hot food/drinks in "A" Block hall, unless given permission to take to a work session by a teacher;
- Co-operate with school and kitchen staff;
- Respect the fabric of buildings;
- Look after the toilets to ensure they are always fit to use;
- Do not smoke or vape anywhere on site or near the site;
- Respect other people's property, such as bicycles;
- Behave responsibly at all times when out in the community.

The tutorial programme

In all year groups, students follow a planned tutorial programme designed to prepare them for their roles and responsibilities as an adult. This covers the personal development curriculum and will include citizenship, careers support, preparation for the world of work, health issues, study support and stress management, healthy relationships, wellbeing, e-safety, general knowledge, revision etc. For these reasons punctual attendance at tutorial is essential.

Also as part of the tutorial programme, students will be encouraged to set targets and review their progress with their tutors. This is one of the reasons students do so well academically here.

Parents are asked to contact tutors whenever they feel it is appropriate either by phone or email.

Where it is agreed that a student needs even closer monitoring of their attendance, punctuality, performance or behaviour, they will be asked to keep a daily/weekly target report sheet.

The tutor

The Tutor is at the centre of each student's education at the school. They will meet students daily, and will help their tutees make progress by:

- Ensuring good communication with home;
- Ensuring good punctuality and attendance;
- Liaising closely with the Head and Assistant Heads of Year and Student Support Team;
- Encouraging academic and social progress;
- Teaching the Tutorial Programme;
- Helping students set realistic and achievable targets;
- Monitoring achievements of targets;
- Monitoring the reward system;
- Issuing information;
- Introducing discussion on the "Thought of the Week".

Independent working

At Whitley Bay High School, we aim to develop all students' abilities to work independently. We will be addressing this vital skill at the very beginning of Year 9 and thereafter with a carefully planned programme, designed to support students to develop those key skills and effective habits to see them become curious, reflective and resilient learners, which will result in success in examinations and beyond. Regular homework will form a part of our expectations of students.

From September, all homework will be recorded on Microsoft Teams and will appear in student's Outlook calendar. We encourage parents to talk to their children regularly about homework.

From previous experience we have found that it is really important that parents discuss homework from the first week of Year 9 if it is to be a successful way of tracking work set and work completed.

The library

Reading is one of the most important and effective things a young person can do to help improve their attainment. It's also something that has strong links with positive mental health and wellbeing, and reading the right book at the right time can be one of the most enjoyable and life-enhancing things we can do.

The Library stocks over 15,000 books carefully chosen to appeal to students of all ages and tastes. It is also staffed by three full-time librarians who are always on hand to help students make the most of the large, modern, welcoming resource. As well as an extensive book stock, the Library houses 30 networked computers and students are regularly taught in the space for a variety of subjects. The Library also runs a huge range of extra-curricular events, activities and clubs, as well as an annual Literature & Performing Arts Festival that involves major, high-profile writers, poets and performers and a residency from a specialist Shakespeare theatre company. The Library is for everyone in school and all students will be involved in the teaching and extra-curricular activities it offers. The Library is also open before school, after school, and during breaks and lunchtime.

E-Safety in school

Every term when students logs on to a network computer they agree (by clicking the agree button) to the 'Acceptable Use Policy' which provides guidelines to keep them safe online, without restricting their education. Although it is difficult to monitor students' own devices, we have provided a section which encourages them to use their phones, tablets and laptops in a responsible and safe manner.

Student guidelines for use of the computer network and the internet:

It should be remembered at all times that the school computer network is provided for educational purposes and should not be misused on both school and personal mobile devices. All usage of the network and internet is constantly filtered and monitored.

Laptops loaned from the school on behalf of the DfE have online filtering and security installed. Students signature of this Acceptable Usage Policy reflects their agreement to adhere to the rules outlined below.

When using the network, internet and school devices, Whitley Bay High School students must:

- Keep their password safe and never give it to another user;
- Treat the equipment with care and respect;
- Not be wasteful of resources, particularly colour printing;
- Save all work to their personal network area or their cloud through OneDrive. Students must not save any data onto external storage devices that could contain sensitive data. USB ports were disabled in September 2018;
- Only use devices for curriculum purposes;
- Report any damage or malfunctions to a member of staff as soon as possible;
- Use appropriate language in communication.

When using the network, internet and school devices, Whitley Bay High School students must not:

- Attempt to access/hack into the school network administration;
- Attempt to access/hack into the network areas of other users;
- Attempt to bypass the internet filtering system or any other security features;
- Knowingly commit any data breaches by publicly sharing the sensitive information of oneself or others. This could include name, address and phone numbers for example;

- Attempt to access software not assigned to them;
- Knowingly plagiarise any work;
- Attempt to access and share any unsuitable information (offensive, racist, illegal);
- Attempt to download, store or install software to school computers;
- Engage in activities that waste technical support time and resources;
- Access, download, create, store or transmit material that is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful or brings the name of the school into disrepute.

Students' mobile devices:

- The school has neither the wish nor the resources to monitor the use of students own devices such as phones, tablets and laptops on school premises, unless they are connected to the Guest wi-fi network. Nevertheless, the school wishes and expects to see exactly the same constraints on use as described elsewhere in this policy when using own personal data and internet plans.

When using own devices during school time, students at Whitley Bay High School should:

- Take ownership and responsibility for their equipment and keep it safe. We cannot protect devices from damage or theft;
- Treat other student's equipment with care and respect;
- Report to a member of staff if they are concerned about the actions or welfare of themselves or a peer.

Whitley Bay High School students must not:

- Attempt to use own devices to participate in unsuitable behaviour as in conjunction with the Behaviour and Child Protection Policy;
- Attempt to access online materials that are unsuitable for the school, themselves or others;
- Participate in any cyber bullying using social media;
- Contact staff on any online platform except the school email address. This includes attempting to become 'friends' with any members of staff on any form of social media.

Students at Whitley Bay High School must understand and agree to comply to the following when using their own device(s) in school:

- This is a privilege and own devices must be used responsibly;
- The wi-fi will connect to the Guest network and be subject to the same monitoring and filtering as any school devices;
- If I do not follow these guidelines, access to own devices in school may be withdrawn on a temporary or permanent basis and further disciplinary action may be taken;
- Proven misuse of my privately owned device(s) on school premises will be subject to the same sanctions, via the school Behaviour and Child Protection Policies, as would have been the case had the school's own equipment been involved;
- I will not take images of pupils and staff unless I have express permission from school staff, along with explicit consent from the individuals photographed and for school purposes. I will not distribute any images outside the school network.
- I will not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community;
- I will always respect the privacy and ownership of others' work online;
- I will respect the work and property of others and will not access, copy or remove another user's files without their knowledge and permission;
- I understand that Whitley Bay High School may monitor my use of their system and devices;

- I understand that Whitley Bay High School may recall the device at any time for monitoring purposes;
- I understand that if the school suspects that I am using their system for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant authorities;
- I understand that the school has the right to act against me if I behave inappropriately online outside of school, for example, by cyberbullying another student on social media, or posting their personal information without their permission.

Website security and student safety

We like to publicise school events, celebrate achievement or participate in online activities such as the Carnegie Reading Award via our internet, website or twitter account. Students have agreed to the use of their photograph and other data as part of their GDPR consent. If this causes concern, please contact the Head of Year.

The school's website can be visited at www.whitleybayhighschool.org Twitter Account @whitleybayhigh

Special Educational Needs

The school's SEND Policy runs in line with the SEND Code of Practice. The main emphases in the Code are inclusive education and student and parental involvement in the decision-making process. The school's information report and links to North Tyneside's Local Offer are available to read on the school website.

The SEND Department at the school operates a flexible system, which supports students in a variety of ways. Provision depends on the nature of a given need. It could include:

- In-class, one-to-one or small group support from a Learning Support Assistant or a Learning Support Teacher;
- Small group withdrawal to focus on numeracy, spelling and reading;
- Before and after school intervention programmes and homework support;
- Differentiated work and an adapted curriculum;
- External agency support;
- Attending a Social Communication Group or an Independent Travel Programme;
- The use of technological aids to facilitate learning in the classroom.

During their time at school many students will have special educational needs which may relate to learning, health, social and emotional factors. If you have any specific concerns about your daughter or son, please contact James Mackenzie, the Special Educational Needs Co-Ordinator.

Gifted and Talented students

The school is committed to helping all students, whatever their ability, achieve better than expected progress. To that end, students who are identified as exceptionally able or talented are nominated for a register and their progress is closely monitored to try to ensure that the work they are given has the right level of challenge and stimulates higher order thinking. Many students benefit from special events and activities which are provided through the Gifted and Talented Programme for targeted groups.

Keeping safe – Guidelines for students

You should feel safe and happy at school.

If you feel threatened or insecure it is important you share this with a teacher.

- Be careful who you share your personal details with. This includes mobile phone numbers and email addresses. This is particularly important if your email address contains part, or all, of your name.
- Be aware people with whom you interact online may not be who they say they are. You are strongly advised not to share personal details and never meet anyone you know only online.
- Don't say things online that you would not say in person; think before you type.
- Remember that any mobile phone or webcam image that you share or allow to be taken of you can be passed on to the world via the internet. Be cautious.
- Mobile phones can play an important part in personal safety. However, avoid using mobiles and text messages in an insensitive and inappropriate manner. Camera phones must never be used to take photos or videos of staff or students.
- ID cards help the school to be a safer space. Make sure you always have yours with you.
- Do not use Facebook or other social networking sites to post offensive material or to allow others to do so or to get yourself into any kind of difficult situation.
- Do not engage in personal conversation with people you don't know very well. Only be friends with people you actually know.
- Tell your parents and friends the details of the people you are communicating with. If they mean no harm, then they will not mind.

Looked After children

Looked After students are carefully supported at our school. James Mackenzie or Helen Daghish attend the Care Team meetings and Looked After reviews, which are usually held in school.

Sensitive issues

Linda Buckle leads our school response to sensitive issues. Please do not hesitate to contact Linda Buckle, Deputy Headteacher, if you need any help on these matters.

Medical information

Parents will be asked to fill in a **medical form** giving details of any medical condition that applies to their daughter or son, as well as information on any medication being used.

Students should take medication prescribed by a doctor at home if at all possible. If students are required to take medication at school, parents must inform the school and complete a Medication Care Plan. It is particularly important to inform the school if students regularly carry medication for conditions such as asthma, diabetes, epilepsy, anaphylactic shock, etc. If a student carries an epipen, protocol will come from parents on the advice of their GP. A form requesting this information will be given to parents of all children when they start school and must be updated if a new condition is diagnosed.

The school has a First Aid Clerk, Julie Malpiedi, available in the school office daily.

In the case of illness during the school day, students should:

- Ask to be excused from the lesson
- Be taken by another students to the school office (students should not go to the First Aid Room without reporting to the main office)

The school First Aid Clerk will occasionally contact you if there is a health issue about which you should be notified. The First Aid Clerk will also be up to date with the special medical needs of identified students and you can contact the First Aid Clerk if you need to do so.

If a student needs to be sent home, the office will contact you so please keep us up to date with your emergency contact phone numbers.

Use of aerosols on the school site

We have a number of students who are allergic to aerosols and would request that you support us in discouraging the use of aerosols anywhere on the school site.

Text messaging

Please note that we will use our text messaging service from time to time when we need to contact you with reminders or important information.

Free school meals

Some information published about the school is linked to percentage of students **ELIGIBLE FOR** free school meals. Even if students do not intend to take free school meals, it is useful to have the application forms filled in. Parents can apply for free schools meals if in receipt of;

- Income Based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your child is not in receipt of free school meals and you think he/she maybe eligible, please contact 0191 731 7070 for an application form (or visit:<https://my.northtyneside.gov.uk/category/238/free-school-meals>).

Students joining the school during the year

From time to time, students will join the school during the academic year. We are aware that their induction and settling in period is an important time. Tutors and Heads of Year will monitor them closely to ensure a smooth integration. Parents can help by making sure that new students have all the right equipment, and by contacting the school in the event of any problems.

Notes of Concern and Purple Card

Our aim is to build positive relationships with students and minimise any opportunities for poor behaviour through planning high quality, engaging lessons. However, we recognise that some students can get things wrong and so we have systems in place to support students and inform parents about inappropriate behaviour or poor decisions.

Teachers may write a 'Note of Concern' about a student when they want to alert Heads of Department, tutors, and Heads of Year to a concern they may have around attitude to learning, homework or behaviour. This usually leads to a conversation with the Head of the Department, the student's tutor and potentially the Head of Year. If a student receives several Notes of Comment, the Head of Year will contact parents to relay the concerns to them.

Albeit rare, in some circumstances a teacher may use the 'purple card' system. This means that a student is immediately removed from a lesson because they are, for example, repeatedly affecting the learning of others or they are creating a dangerous situation. In this instance parents are always notified that day.

Detention

A student may be kept behind briefly at the end of a lesson by a teacher. If this continues after 12.25pm (lunchtime) or after 3.15pm, then it will be regarded as detention and the following guidelines will apply: Parents will be informed by phone or in writing at least 24 hours in advance of the time, place and reason for the detention. This will allow you as a parent enough time to contact us if you wish to bring any relevant points to our attention.

Exclusion

The Governing Body has an Exclusion Policy, which guides our response to serious breaches of behaviour. It emphasises that exclusion from school is a sanction used sparingly and normally as a last response following other strategies. A key factor is likely to be where behaviour constitutes a risk to the safety and well-being of other pupils or staff. In this context, issues such as possession of illegal substances, weapons capable of threatening or causing physical damage, inappropriate use of language, or actions which put others in danger will be regarded as serious breaches of behaviour.

Managed Moves/Fair Access

For students who, because of unacceptable behaviour, are regarded as being at risk of permanent exclusion, there is the possibility of a Managed Move or Fair Access move to another school. The procedure will be discussed in detail with parents, should the situation arise.

Bullying

We are aware that bullying may occur when groups of students are together, but we believe in trying to create a climate in which bullying behaviour is not accepted by any member of the school community.

We believe that students have the right to be happy and safe, to be themselves, and to enjoy peace of mind. We do not believe that any students should be frightened by the words, threats or actions of others. We do not condone any physical violence or verbal abuse, even when it is provoked by the behaviour of others. Our policy is intended to promote a situation where students, staff and parents work together to eliminate any form of bullying at Whitley Bay High School.

We use questionnaires on bullying to allow tutors and Heads of Year to monitor problems should they arise and to take appropriate steps to address issues. The Student Council was involved in writing our anti-bullying policy.

We aim:

- To use all staff, parents and outside agencies as a positive in countering bullying behaviour;
- To use the curriculum to develop the personal and social skills of students in preventing, handling and responding to bullying in a positive manner;
- To give help and ongoing support to victims and to bullies to change their behaviour;
- To use the students of the school as a positive resource against bullying behaviour.

Expectations of parents and students on bullying:

- We expect no bullying to be tolerated and that you will actively support the school's policy on bullying;
- We expect any students, parents, or any third party, aware of or suspecting that bullying is taking place will talk to a relevant representative of the school;
- We expect you to work together with the adults in school to stop bullying; no parent should become involved in exchanges on Snapchat, Facebook or other social media.

Equal opportunities – Single equality

A key priority in our work with students is to explain our single equality duty and what this means day to day in practice.

i. **Racial Equality Policy**

The school has a Racial Equality Policy designed to secure the entitlement of students and staff from different ethnic groups on the school site. Racial harassment is rare and any incidents are treated very seriously and reported to the Governing Body and Local Authority. If your child witnesses any racist behaviours please encourage them to report these as a matter of urgency to help us keep the school safe and welcoming to all.

ii. **Homophobia, Gender and Disability Issues**

The school treats all students equally, respecting and valuing all members of it's community. Therefore, homophobic, disability or sexist harassment is treated with equal seriousness to other forms of bullying. Please support the school in encouraging tolerance and open-mindedness in your children. Any examples of prejudice or intolerance will be taken very seriously and parents will be notified.

Substance use and misuse

The school is committed to the health and safety of its members, and will take action to safeguard their well being. In this context, the misuse of tobacco, alcohol, solvents and drugs is unacceptable, as is the illegal supply of these substances. The Governors' adopted Policy below outlines how the school will tackle issues of substance use and misuse.

Vaping is not permitted on the school site. Students found to be vaping on school site will be at risk of exclusion

Note that there is a procedure to follow where students, who have been prescribed drugs for medical purposes, have to take these while in school. This procedure is outlined on Page 13.

Statement of policy regarding substance use and misuse

- Drugs education is covered in LEV lessons and tutorials which are designed to inform all students of the risks and potential consequences of the use and misuses of substances, including drugs, tobacco, alcohol and solvents.
- Students must not bring, use, or be under the influence of illegal drugs, alcohol or solvents, or have in their possession illegal drugs, so-called legal highs, tobacco, E-cigarettes, alcohol or solvents, at any time on the school premises.
- The use or possession of illegal substances is a criminal activity. The school will inform parents and the police on all occasions when it suspects any use, possession or exchange of illegal substances on school premises.
- Because of the criminality of the offence, the school will also inform parents and the police if it knows or suspects students of possession, selling or using illegal substances outside school premises.
- Teachers cannot offer any guarantee of confidentiality to students who reveal information related to illegal substances.
- The school will exercise the right to search bags, and to ask students to turn out their pockets, shoes etc. Two members of staff will usually be present in such situations. No physical search of students will take place.
- If a student is found to be using illegal substances, then the school will seek to make available to parents, information about sources of advice and support. Continuance at school may be conditional on evidence that this support is being taken to.
- To enforce this policy, the Headteacher will employ a range of sanctions, which could include exclusion from school.

No smoking policy

In line with legislation banning smoking in all public places from 1st July 2007, and North Tyneside Council's Policy on no smoking on all council premises, Whitley Bay High School is a no smoking site. This means that no one is permitted to smoke on site at all. This smoking ban includes all members of staff, parents, students, visitors, etc. In promoting this, we ask for the support of all parents in ensuring that students do not bring cigarettes or lighters to school, or smoke on their way to or from school. Vaping is also similarly prohibited.

Our advice/guidance to students about drugs

Whitley Bay High School accepts and understands that drugs are a problem in society. However, we are absolutely committed to the position that school is a place of teaching and learning and that there is no place for drugs in such an environment.

Young people in particular are likely to be exposed to the issue of drugs and drug use and will be faced with choices. In order to help you make these choices, the school's response to the use, possession or supplying of drugs is outlined below. This is in addition to our drug education programme which is part of the RSHE curriculum (entitled LV on timetables).

The school's response to drugs is based around a combination of support and sanction. We always consider individual circumstances and contexts. What follows is typical of our response and is the response which should be expected.

If suspected to be in possession of drugs in school:

- Your parents will be informed;
- The police will be called; you may be searched in the presence of an appropriate adult;
- You may be referred to an agency for advice, coping strategies and support;
- You may be excluded from school for a number of days and your parents will be required to come in for a re-admission meeting.

If discovered to have used a drug during the school day (on or off site):

- Your parents will be informed and you will be taken home;
- The police may be informed and you may be searched in the presence of an appropriate adult;
- You may be referred to an agency for appropriate advice, coping strategies and support;
- You may be excluded from school for a number of days.

Should you be discovered to have supplied drugs during the school day whether on or off site:

- Your parents and the police will be informed;
- You will be given an initial fixed term exclusion and the Headteacher will consider from a variety of options for your future.

Extra curricular activities

Outside the classroom we encourage students to participate in a wide range of activities to increase their happiness, improve emotional wellbeing and enjoyment of life, broaden their horizons and develop their social circle. Following on from the Covid-19 pandemic, this is a key priority of the school and we will be encouraging all students to take an extra curricular activity.

There are many sporting activities available and clubs and teams range across many physical activities. Departments offer activities to fit their expertise such as the UK School Mathematical Challenge and visits to theatres and art galleries. There are opportunities for all students to follow their interests. Further details such as times, dates and venues will be communicated via subject teachers, the school's daily bulletin, calendar and the website.

Each year there are a variety of concerts and dramatic productions, which recently have ranged from musical spectaculars through to 20th century classics. All students are welcome to participate by performing or assisting in the organisation of these productions.

In recent years, several residential educational visits have taken our students to far-flung locations. The Governing Body is keeping our approach to residential activities under review in light of the the revised DfE Guidance about taking students out of school. We are anxious to keep the delicate balance between offering students the widest range of experiences and maintaining their safety. This does create paperwork demands for parents sometimes in terms of completing Consent Forms, but whilst this may appear excessive at times, it is necessary and an important part of the risk assessment process.

Mobile phones

We understand that many parents wish their children to carry mobile phones as a means of ensuring their safety after school hours. We wholly support this. However, we require mobile phones to be configured to insure no disruption to lessons (either turned off or set to silent with the understanding that students do not use them during lessons time unless as part of an agreed classroom activity).

If a student is asked to give their phone to the teacher we expect them to do so immediately and with no fuss. They should **NEVER** be used for personal use during lessons. If you want your daughter or son to carry a phone please can you insist on buying a cheaper model and insure it separately. Students are strongly advised not to bring expensive mobile phones to school at any time as they are attractive to thieves. Students are not permitted to use mobile phones to take photographs or videos of staff or other students, under any circumstances.

The use of phones or other devices to play music is not allowed in lessons. Ear pieces **MUST** be removed and also kept in bags. **Please note that the school's insurance policy does not include theft of student's property.**

School uniform: Year 9, 10 and 11

We are a school that encourages individuality and self-expression in all appropriate ways and we place a positive relationship at the heart of everything we do. For this reason, we do not have lengthy rules about our students' appearance. However, we are also entirely committed to inclusion and creating a climate without bullying, or students being the subject of value judgments. Likewise, we are an institution that does not allow its students to exclude or marginalise themselves from it. For this reason, we have "non-negotiables" regarding key aspects of appearance and expect that, in return for our relatively liberal approach, students and parents respect and do not challenge these.

Below outlines our non-negotiable requirements in relation to school uniform:

Trousers

Plain black, full length, appropriate school trousers. Please note that the following are not acceptable: leggings*, faded/grey trousers, casual trousers in any other colour or fabric and sportswear such as joggers or tracksuit bottoms. Appropriate/discreet belts are acceptable. (*We have been advised that girls wearing leggings, particularly those that are see through or threadbare is potentially a safeguarding issue).

Shirts

Plain white polo shirts with school logo. The following are not acceptable: other shirts in any colour, including sports shirts, tee shirts and aertex tops.

Skirts

We do not recommend skirts for school wear as they tend to be short and impractical. However, if students wish to wear them, black skirts of decent length with opaque tights (not footless tights) are acceptable.

Sweatshirts and/or hoodie

Navy blue sweatshirt (round necked or zipped) with school logo. Navy blue hoodie with school logo. Students should NOT wear any other hoodie or sweatshirt. Cardigans and jumpers should NOT be worn. Students must wear a school polo shirt underneath a school sweatshirt or school hoodie.

Shoes and Socks

Plain black, sensible shoes, or plain black trainers (with no other colours or logos). Casual footwear or trainers in other colours are not acceptable.

Coats and Bags

Students can obviously wear outdoor coats to travel to and from school. These must not be sweatshirts or hoodies unless they are the school sweatshirt or hoodie. Outdoor coats must be removed when students are in school. Coats must not bear large graphics or writing on the front or back. Denim jackets should not be worn.

Students will need a suitable bag to carry books, equipment, PE kit etc. Expensive designer bags are not advisable. The local police strongly endorse this statement as such items can put students at risk on their way to and from school.

Jewellery

Elaborate or expensive items or jewellery **must not** be worn at school. For safety reasons, only small studs are acceptable and these will have to be removed for physical education. Also for safety reasons, other types of body piercings are inadvisable.

Parents are advised to ensure that all items of clothing worn to school are clearly marked with the student's name. Our school does not have insurance cover against loss, theft or damage to students' property, and for this reason, students are advised to keep coats, bags, and other belongings with them at all times. For the same reason, expensive items of clothing and jewellery should not be worn or brought to school. Police advise marking all personal property (including coats) in such a fashion that can be identified.

Lanyards and ID cards must be worn at all times.

At Whitley Bay High School, our priority is a high quality education for all our students. For this reason we intend to ensure that tutorial and lesson time is used effectively for the benefit of students. It is unacceptable for teachers to have to use valuable teaching and learning time debating with students whether or not they are wearing correct school uniform. To avoid such situations, which disrupt effective teaching and learning and can damage relationships, parents are expected to ensure that students wear the correct school uniform.

PE kit

The following items will be required by the students in order to fulfil the PE curriculum safely and comfortably:

- Navy Blue Jogging Bottoms with Logo or
- Navy Blue Leggings with Logo or
- Navy Blue Football Shorts with Logo
- Navy Blue/Red Top with Logo
- Navy Blue/Red Mid-layer Top Logo
- Navy Blue/Red Waterproof Jacket with Logo (Optional)
- Navy Blue Football Shorts with Logo
- Navy Blue Football Socks (Optional)
- Football Boots

Training shoes, with laces that fasten safely and which are cushioned for varied impact work are vital. If students wear training shoes for football they are not able to compete against other students wearing boots, which makes teaching more difficult.

Optional PE Kit:

- Gum shields for hockey and rugby if played in club or match situations.
- A badminton, table tennis and tennis racket is also beneficial so that students can play with better quality equipment. These can be kept in the PE office as long as they are named.

Further Information:

Students are encouraged not to leave their kit around school or loan it to friends as this can cause problems and it can be difficult to trace. We encourage students to have their name in their PE kit to ensure it is easily identified. Students should also wear kit when unwell or injured as they are still part of the lesson.

For health and safety reasons, jewellery (including body piercing) must be removed or well taped over during lessons. Parents are reminded that the school cannot accept responsibility for items lost or damaged, such as ipods and mobile phones.

Contact with school

There may be occasions when you are not happy with the way the school dealt with an issue. Please, if you are angry or upset, do not let your feelings override normal courtesy. In particular please speak calmly to our office staff, our teachers or the member of the Leadership Team who deals with you. This is a very large school with many interactions going on every day and we will do our best to help you with your issue as quickly as possible. Schools can be stressful environments and this stress is intensified if parents approach the school in a confrontational way. Please be patient, calm and polite as this will make it much easier for us to respond quickly and appropriately. If you speak aggressively or discourteously to our staff then we may choose to terminate the conversation and re-schedule it later when you are more composed. Bullying language, threats and open hostility have no place in school/home dialogue. Please note it is not reasonable to expect our office staff to respond to detailed questions during the school holidays.

Safeguarding

If you wish to see a member of staff please telephone to make an appointment. Do not simply turn up at the school. If you have an appointment you must enter the building by the visitor reception area and sign in. Please do not walk into the school without having done so. All visitors must sign a Visitor Information Sheet and take a name badge before going beyond reception. After your appointment is finished please leave the site directly via reception.

Linda Buckle is our safeguarding lead when you need to speak to someone about a safeguarding matter.

School Direct Teacher Training

Whitley Bay High is the lead school in our alliance for applicants who wish to apply for Secondary School Direct Teacher Training in the North East. School Direct is a route into teaching which allows participants the opportunity to work closely with schools to gain Qualified Teacher Status.

Our programme has a national reputation; for the quality of its Teaching, Learning and Assessment; its innovative and rigorous training and the exceptional levels of support for emerging teachers. Our programme means trainee teachers are in the classroom from day 1, learning first-hand the knowledge and skills required to become an outstanding teacher.

In 2021-2022 up to 25 new trainees will join our School Direct programme where they will receive the first experience of teaching. However, it's important to note that only a few will be on placement with us; many will do their teaching practice in our alliance partner schools across North Tyneside, Newcastle and Northumberland. All will follow our outstanding training programme delivered in conjunction with partner schools and Newcastle University.

Trust Fund appeal 2021

Whitley Bay High School Trust provides valuable funding to the school each year. The Trust is independent from the school and holds charitable status, which enables donations to be enhanced through the Gift Aid scheme. Parents registering to support the Trust, provide a voluntary donation of £5 per month towards a collective fund for extracurricular activities and experiences, from which many students will benefit.

Just some examples of activities previously supported by the Trust include:

- Sponsoring residential visits and entry fees for events.
- Providing funding for all year groups for social, emotional and mental health initiatives.
- Supporting school events e.g. the school's musical production.
- Funding workshops, including careers events such as Medical Mavericks.
- Facilitating costs for guest speakers and accredited training in First Aid.
- Supporting prize funds for school competitions in music and sport.
- Entry fees to regional and national competitions and events.
- Funding reward schemes, initiatives and competitions for tutor groups.
- Supporting opportunities to visit local businesses for hands-on experiences.
- Providing resources for extra-curricular activities e.g. fitness and catering equipment.
- Raising achievement and boost initiatives for students preparing for examinations.

The Trustees and wider school community are extremely grateful to parents who are already registered donors to the Trust. It is with this support that these additional, memorable activities and events are able to take place.

To register to become a donor to the Trust Fund, please use the following link to access a downloadable form: <https://www.whitleybayhighschool.org/lower-school/trust-fund>

Please be assured all information is held in strict confidence and compliance with the General Data Protection Regulations.

The Governing Body

For information about the school's Governing Body, please contact:

Chair of Governors
Helen Thompson
c/o Whitley Bay High School
Deneholm
Whitley Bay
NE25 9AS
Telephone number: (0191) 731 7070

